

APPENDIX I

GLOSSARY

ACCOUNTABILITY—The personal obligation on the part of the ship's store officer to render an accounting of ship's store property and funds.

ACCOUNTABLE OFFICER—The ship's store officer.

ACCOUNTING PERIOD—Any period for which returns must be submitted. It is normally a 4-month period ending 31 January, 31 May, and 30 September.

ACETIC ACID—A general spotting agent used to neutralize alkalies, restore colors that have been damaged by alkalies, and test some dyes.

ACETONE—A general spotting agent used for such stains as oils, resins, paints, varnishes, and nail polish.

ACTIVE PHASE—A phase in the life cycle of bacteria when they grow and reproduce. This normally happens in the barbershop when sanitation requirements are not met.

AIR PRESSURE SWITCH—A safety device on the washer extractor that will not allow the machine to operate on less than 50 pounds of air pressure for the wash cycle and 80 pounds of air pressure for extract.

AMMONIA—A colorless, water soluble, volatile liquid alkali with a pungent odor used in spotting and wet cleaning.

AMUSEMENT MACHINES—Leased vending machines that provide the ship's crew with a variety of amusing games for 25 cents a play.

AMYL NITRATE—A clear, colorless, volatile liquid used chiefly on lacquer stains such as fingernail polish.

APPOINTMENT SYSTEM—A system of scheduling haircuts in the afloat barbershop where the ship's barber posts an appointment list outside the barbershop the day before the haircut is to be received. Crew members then sign their name next to the desired time and show up for their haircut at that time the next day.

ASSEMBLY BIN—A bin used in the ship's laundry to assemble finished laundry.

AUTOMATIC BRAKE—A safety device installed on the washer extractor that engages during power loss or emergency stop.

AUTOMATIC SUPPLY BINS—Supply bins located on the washer extractor that allow laundry supplies to be automatically injected into the washer shell at a time set on the program chart.

BACTERIA—One-cell microorganisms commonly referred to as germs and found nearly everywhere.

BARBERSHOP INSTRUCTIONS—Instructions used to assist barbershop personnel in performing their duties.

BASE EXCHANGE—The process of softening hard water when the compounds of calcium and magnesium in the water are exchanged for compounds of sodium that do not cause hardness.

BASIC STOCK ITEMS—Items listed in the current *Consolidated Afloat Requisitioning Guide Overseas* (CARGO), NAVSUP Pub 4998, chapter II. These items are considered the most popular and essential items of ship's store stock and should be stocked at all times.

BATHS—The washing process during which soil is loosened from the fabric, suspended in the water, and rinsed away. There are five baths in

a wash cycle: the break suds, flush suds, two rinse baths, and the sour bath.

BENZALDEHYDE—A general spotting agent used to remove black ink, hair dye, and some types of shoe polish.

BREKBACK—A transfer of an item from a sales outlet back to the bulk storeroom.

BREAKOUT—A transfer of material from the bulk storeroom to a sales outlet or service activity.

BUCK—The worktable of the laundry press where items are pressed.

BULK LOTS—All divisional laundry, flatwork (bed linens, tablecloths, and so forth), and service lots (foodservice personnel, barbers, hospital corpsmen, and so forth).

BULK SALE—A sale made at cost to an activity authorized to buy in this manner.

BULK SALESROOM—A separate cash sales unit established in a bulk storeroom from which bulk sales are made.

BULK STOREROOM—A main storage facility for all or part of the stock in a ship's store operation. No sales are made from a bulk storeroom.

BULK STOREROOM CUSTODIAN—A person in charge of a bulk storeroom. In separate responsibility operations, the custodian is responsible for the stock by quantity on individual stock records.

CALCIUM—A silver-white, soft metallic element that forms a compound with chlorides and sulfates to make hardness in water.

CASH COLLECTION AGENT—An officer or enlisted person designated in writing by the ship's store officer to collect and deposit cash with the disbursing officer for cash received from sales in the ship's store.

CENTRIFUGAL FORCE—The force exerted against clothes in a washer extractor to force out solvent or water.

CHAMOIS—Heavy cloth used to absorb water and spotting solutions as they are removed from the fabric.

CHEESECLOTH—Soft, absorbent cloth used in spotting or feathering out; it picks up all moisture around a spot just removed.

CHEMICAL ACTION—An action used in spotting to remove stains by mixing two or more substances together on the fabric to produce one or more totally new substances that are very soluble and can be rinsed away easily.

CHEMICAL AGENTS—Chemicals commonly used to remove spots and stains.

CHEMICAL DISINFECTANTS—Germicidal solutions, sprays, or substances that eliminate or render inactive the bacteria found on barbering instruments.

CHEMICAL SOLUBLE SOILS—Soils that are soluble or readily dissolvable in chemical solvents, but are usually not soluble in water and may require special treatment.

CHT TANKS—Collection, holding, and transfer tanks are installed aboard ship for the purpose of handling waste water until further transfer ashore or at sea.

CLASSIFICATION—The process of separating laundry for washing according to color, type of fabric, and degree of soil.

CLOTHING ITEMS—Standard Navy clothing items.

COIL BOX—Housing for the steam coils located in the top portion of the tumbler dryer.

COLOR TRANSFERENCE—The transfer of the color of one fabric onto other fabrics during the wash cycle.

COMBINED RESPONSIBILITY OPERATION—A ship's store operation in which one person is responsible for both a sales outlet and the bulk storeroom that supplies that outlet.

COMBUSTIBLE TEMPERATURE—The actual temperature at which a liquid will begin to burn.

COMPOSITE RECREATION FUND—A fund in which a ship without a ship's store shares in the profits of the supporting ship's store. For example, an SSN/SSBN supported by an AS receives a share of the ship's store profits from the AS to be used as the SSN/SSBN's recreation fund.

CONSTANTS—Data maintained in a central file in the ROM system that is used repetitively to produce various reports and forms.

COOL-DOWN CYCLE—The final portion of the actual drying cycle; the cool-down timer on the tumbler dryer is set for 10 minutes, the dampers are moved to the cool position, and the dryer load is cooled down to approximately 120°F.

COST ITEM—An item of ship's store stock carried for ultimate issue as cost of operations and cost of sales.

COST OF OPERATIONS ISSUE—An expenditure of stock for ultimate consumption in a ship's store activity.

COST OF OPERATIONS ITEMS—Cost items carried for ultimate issue to ship's store activities and for which cash is not ultimately received.

COST OF SALES ITEMS—Cost items carried for issue to a sales outlet. Cash is ultimately received for cost of sales items. They differ from retail items in that further processing is required before sale.

COST PRICE—The price at which an item is received from the supplier. Standard Navy clothing is sold and issued at cost price. Cost of operations items are issued at cost price.

COTTON—A soft, white fibrous substance with a cellulose base that is used to make cotton fabrics.

CUSTODIAN (RESPONSIBLE CUSTODIAN)—A person held responsible for the operation of a sales outlet and strict custody of the material used in it.

CUSTODY—Responsibility for proper care, storage, use, and records of Navy material.

CYLINDER—Part of the washer extractor that has three pockets to hold clothes and is perforated to allow water and suds in the bottom of the shell to enter and clean clothes during the wash cycle.

CYLINDER DOOR—Door that allows the laundry person access to each pocket in the cylinder.

DACRON—A synthetic fiber.

DAILY RECORD OF VENDING MACHINE DRINKS—Locally developed form placed on the inside of each vending machine that lists the date, flavor, and amount of sodas placed in the machine when it is refilled.

DAMP BOX—A box used to stow trousers and shirts and keep them damp while they are waiting to be pressed.

DAMPERS—Dampers that regulate the temperature of the air coming into the tumbler dryer.

DELIVERY TABLE—Table that catches all material discharged from the flatwork ironer.

DEODORIZING CYCLE—Last cycle of the dry-cleaning process where the clothes in the dry-cleaning machine are treated with a stream of fresh air to strip away any remaining odor or solvent vapor.

DEPARTMENT CODE—A code by which ship's store merchandise is identified by categories; listed in appendix B of the ROM TUG.

DETERGENT/OXYGEN BLEACH—A mixture used for laundering cotton, synthetic, and blended clothing items in either fresh water or seawater. Commonly referred to as two-shot detergent.

DISTILLATION—The process in which used or impure solvent that contains an excessive amount of impurities is heated to approximately 250°F and vaporized. The impurities, mostly solvent, soluble, nonvolatile, boil at a much higher temperature; thus as the solvent is boiled off, the impurities are left behind where they remain in the bottom of the still in the dry-cleaning unit. The solvent vapors, now free of impurities, run over cold pipes to lower their

temperature rapidly and return them to a liquid state where they reenter the wash cycle.

DIVISIONAL LAUNDRY BAGS—Large nylon bags used for pickup and delivery of divisional laundry and other bulk lots.

DIVISIONAL LAUNDRY PETTY OFFICER—Petty officers assigned by their respective divisions whom the laundry supervisor can contact for delivery or pickup of bulk divisional laundry or for resolving any other problems concerning the laundry.

DIVISIONAL SCHEDULE—A system of scheduling appointments in the barbershop where a definite number of hours are set aside for personnel in a particular division to receive haircuts.

DRAWSTRING—Device used to tighten the press cover onto the buck of the laundry press.

DRUM CONTROL DISK—A disk that the program chart is attached to on the inside of the programmer. The drum control disk can be operated automatically or you can turn it manually to set it on a particular operation on the program chart.

DRY BULB THERMOMETER—A mercury-in-glass or alcohol-in-glass thermometer whose bulb is kept dry and shielded from radiation; used to record temperatures in the ship's laundry.

DRY CLEANING—The process of immersing soiled and stained garments in dry-cleaning solvent to clean them.

DRY-CLEANING STANDARDS—The amount of dry-cleaning work that the dry-cleaning activity can normally be expected to accomplish in a given period of time.

DRY-CLEANING TAGS—Premarked tags that come with the dry-cleaning list used to tag each article contained in an individual lot.

DRY-CLEANING WORK LOG—A written record used to log dry-cleaning articles in and out.

DUNNAGE—Material such as lumber or burlap used in storing material to provide protection to both the material and the ship.

DUTY SUPPLY OFFICER—An officer or senior petty officer representing the supply department after normal working hours.

EQUIPMENT CAPABILITIES—The output capabilities of a piece of equipment in a given period of time based on equipment capacity and time required to complete a cycle.

EQUIPMENT MAINTENANCE LOG—A log used to record historical repair data on each piece of laundry equipment.

EXHAUST DUCT—A rectangular or circular enclosure where air is sucked through by a large fan motor and discharged to the outer part of the ship.

EXHAUST FAN—Fan used to remove air from the basket of the tumbler dryer and force it out through the exhaust duct.

EXPENDITURE—Removal of stock from the accountability of a ship's store officer.

EXPENDITURE DOCUMENT—Any document that is assigned an expenditure serial number.

EXTRACT MOTOR—Motor on the washer extractor that spins the cylinder around during extract.

FEATHER OUT—A spotting term referring to the process of gradually dispersing moisture from the center of the stain outward to prevent leaving water circles or sizing rings.

FEED RIBBON DRIVE ROLL—A device that turns the feed ribbons on the flatwork ironer.

FEED RIBBONS—Devices used to feed flatwork into the flatwork ironer.

FINGER GUARD—Safety device on the flatwork ironer that prevents the hands of the operator from getting near the padded pressure rolls.

FINGERS—Devices located on the washer extractor inside the programmer. They energize the various functions of the washer extractor during the automatic mode. This is done when the fingers fall into the grooves that were cut out on the program chart. Once the finger does this

and contacts the metal on the drum control disk, that particular operation is energized.

FISCAL YEAR—A 12-month period selected for government accounting purposes beginning on 1 October and ending 30 September the following calendar year.

FLANNEL PADS—Pads used on the press buck to provide cushion and good pressing quality.

FLASH POINT—The lowest temperature at which the vapors of a liquid form an ignitable mixture with the air.

FLATWORK—Any items that can be safely processed through the flatwork ironer can be referred to as flatwork. The most common types of flatwork are bed linens and tablecloths.

FOOT PEDAL—Pedal worked by the foot that engages the compression roll on the flatwork ironer.

FRAUD—Any theft of funds or merchandise or a change of official records by an accountable officer or responsible individual in the ship's store operation.

FRICTION MATERIAL—6-inch-wide material that is wound around the feed ribbon roll; it has a rough surface so the feed ribbons will catch properly on the drive roll and be driven properly.

FUNCTION—A particular process in the ROM system that affects the ship's store records.

FUNDS—A sum of money or other resources established for a specific purpose usually without fiscal year limitations.

GARMENT TRAY—Tray used to hold clothing while removing a spot or stain on the spotting board.

GENERAL INFECTION—Infection that occurs when bacteria enters into the bloodstream.

GOOD BARBER ETHICS—Rules and standards of conduct and practice in the barbershop that will reflect well on the customers served.

GROOMING STANDARDS—Standards set forth by *U.S. Navy Regulations* regarding the appearance of naval personnel.

GROUP SALE—A sale of merchandise to a group in which several individual orders have been consolidated. A group sale is made when individual sales to personnel cannot be made.

HANDWHEEL—A device used to open and secure the shell door to the washer extractor.

HARD WATER—Water that contains an appreciable amount of salt; it cannot be used to wash clothes because it renders the detergent useless for washing.

HAZARDOUS SUBSTANCE—Any substance or mixture of substances that is toxic, corrosive, irritating, flammable, a strong oxidizer, a strong sanitizer, or that generates pressure through decomposition, heat, or other means.

HEAD—The top portion of the laundry press that is brought down against the fabric on the buck of the press during operation.

HEAD PRESSURE—The pressure exerted by the head against the buck of the press when it is in the lowered position.

HEAT STRESS—A combination of air temperature, thermal radiation, humidity, airflow, and workload that may stress the body as it tries to regulate body temperature.

HEAT STRESS LOG—Record of temperatures in the laundry.

HEAT STRESS SURVEY—A survey conducted by the medical officer using the wet bulb and globe temperature (WBGT) meter to determine whether a space is safe for human beings to work in.

HEATSTROKE—A condition marked by cessation of sweating, extremely high body temperature, and collapse that results from prolonged exposure to high heat.

HUMIDITY—The degree of wetness in the atmosphere.

HYDROFLUORIC ACID—A compound commonly referred to as rust remover, it is a colorless, volatile, fuming, corrosive acid used to removed rust and tannin stains from clothing.

HYDROGEN PEROXIDE—A mild liquid oxidizing bleach used chiefly for removal of organic stains such as bloodstains.

INACTIVE PHASE—A phase within the life cycle of bacteria during which they are not active or reproducing but are not dead either. Instead of remaining active or dying, the bacteria are rendered helpless while the area in which they are located is kept sanitized. The bacteria survive by forming a tough outer shell and are not affected by disinfectants, heat, or cold. Once the area is not sanitized or conditions become favorable again, these inactive cells become active and reproduce again.

INCINERATOR—A furnace or container used to burn waste materials.

INDIVIDUAL LOTS—Lots of laundry including officer and chief petty officer personal clothing normally delivered to the laundry in net bags.

INSOLUBLE SOILS—Soils such as earth, concrete, dust, sand, carbon, ashes, lint, hair, and so forth. These types of soil are insoluble in water or chemical solvents. Most insoluble soils are dispersed during the wash cycle and complete removal is difficult because these soils may redeposit on the clothes, causing a gray look on the fabric.

INTERLOCK SWITCH—Switch that prevents the wash motor of the washer extractor from activating while the outer shell door is open.

INTRASTORE TRANSFER—A movement of material from the responsibility of one sales outlet operator to that of another.

INVENTORY—The process of identifying, counting, and evaluating all stock on hand at a specific time.

INVENTORY TEAM—A team normally consisting of two persons; one person counts while the other records those counts on the Inventory Count Sheet, NAVSUP Form 238.

ISSUE—An expenditure of stock for some further purpose. Issues reduce accountability.

JOG SWITCH—A switch that is depressed simultaneously with the reverse or forward switch on the washer extractor to rotate the cylinder of the washer to the proper position for loading or unloading.

LAUNDRY BASKETS—Baskets used to transport clothing from one work station in the ship's laundry to another.

LAUNDRY MARK—Mark placed on clothing for identification purposes. The mark includes the first letter of the individual's last name plus the last four numbers of the individual's social security number.

LAUNDRY SHIFT—A period normally lasting 8 hours with 3 shifts per day. Normally done in shipboard laundries that require operation past normal working hours to complete the laundry.

LAUNDRY SUMMARY SHEET—A record used to summarize what the laundry accomplished during a weekly period; includes pounds washed, pieces pressed, and supplies usage data.

LAUNDRY WORKFLOW—Routing laundry from one work station to another for the purpose of efficient production.

LAYOUT SKETCH—Sketch of each sales outlet and bulk storeroom prepared by the ship's store officer including each bin, shelf, showcase, and so forth, in each space identified by a number.

LINT SCREEN—A rectangular-shaped screen that catches lint and dirt; located in the lower portion of the tumbler dryer; referred to as the primary lint trap.

LINT TRAP BAGS—Fine mesh bags available through the *Ship's Store Contract Bulletin*; used normally on secondary lint traps to catch lint and dirt before they enter the exhaust duct from the tumbler dryer.

LINT TRAPDOOR—A door that provides access to the lint screen; located on the lower part of the tumbler dryer.

LOAD LIMITS—The maximum amount of clothes in pounds that may be placed in a piece of equipment based on manufacturer's recommendation and washing formulas.

LOCAL INFECTION—An infection of the skin or scalp indicated by a boil or pimple containing pus.

MAGNIFYING GLASS—Used to identify substances by magnification.

MAIN SPOTTING BOARD—A worktable consisting of a smooth area used for tamping and applying spotting agents and a perforated area used for flushing.

MANUAL MODE—An equipment mode during which the equipment is operated without the use of automatic devices.

MANUFACTURE DATE—The date a particular item of stock was manufactured; indicated on the container of the item as a manufacturer's code. These codes are currently contained in NAVRESSO INST 4067.4.

MANUFACTURED ITEMS—Items that require further processing in the snack bar such as popcorn.

MARKDOWN—A voluntary reduction in the selling price of an item. There are three types of markdowns: markdowns below cost, markdowns to zero, and retail markdowns.

MARKDOWN BELOW COST—A voluntary reduction in the selling price of an item below its original cost price.

MARKDOWN TO COST—A type of retail markdown in which the selling price of an item is reduced so that it is equal to its cost price.

MARKDOWN TO ZERO—An expenditure of stock through a price change that reduces the value of the item to zero.

MARKON—Any voluntary increase in the established selling price of an item.

MARKUP—The difference between the cost price and selling price of a retail item.

MECHANICAL ACTION—The force that is applied as an expedient in the removal of soil from fabrics in the laundry.

METALLIC INSTRUMENTS—Barbering equipment that is made of metal.

MONETARY—A term used in the ship's store operation referring to money.

NONMETALLIC INSTRUMENTS—Barbering equipment that is not made of metal.

NONPATHOGENIC BACTERIA—Bacteria that do not cause disease.

NSA—Navy Stock Account is the inventory of supplies purchased from the Navy Stock Fund that have not yet been expended to end use.

NSF—The Navy Stock Fund is a revolving fund that finances the purchase or manufacture of supplies and services that are to be taken up in the Navy Stock Account (NSA).

ORLON ACRYLIC—A synthetic fiber chemically composed of acrylonitrile.

OVERRING—An incorrect higher price for an item rung up on a cash register.

OXALIC ACID—A poison powder used to remove rust from clothing.

PADDED ROLLS—The rolls on the flatwork ironer that smooth and flatten fabrics to the heated cylinders.

PARAFFINED CLOTH—A cloth saturated with wax for use in waxing the flatwork ironer.

PATHOGENIC BACTERIA—Bacteria that attack plant or human tissue and cause disease.

PERFORATED BASKET—The rotating basket within the tumbler dryer.

PERMANENT HARDNESS—That characteristic of water that contains calcium and magnesium chlorides unaffected by boiling.

POOR BARBER ETHICS—Bad rules and standards for conduct and practice in the barbershop that reflect poorly on the way customers feel about the barbershop.

POSITIONING INTERLOCK SWITCH—Safety device that eliminates the possibility of having the washer motor activate while the outer shell door is open.

POTASSIUM IODIDE—A white crystalline or powdered substance used for removing silver nitrate and other silver stains.

PRECONDITIONING—Preparing heavy items to be pressed by drying them slightly in the tumbler dryer to make pressing easier.

PRESPOTTING—Examining and treating spots or stains before the fabric is cleaned.

PRESS COVER—The top portion of the buck that covers the buck, flannel pads, and steel wool pad; it is fastened using the drawstring and press cover springs that are attached underneath the buck.

PRESS DECK LOG—A record used to log press deck laundry in and out; press deck laundry includes officer and chief petty officer lots.

PRESS HEAD MITTS—Mitts used to prevent laundry personnel from being burned while cleaning press heads.

PRESS UNIT—Two or more presses grouped together.

PRESSURE GAUGES—Gauges found in the laundry that indicate such things as steam and air pressure on different pieces of equipment. These gauges are checked to be sure the equipment is operated within the appropriate limits.

PRICE MANIPULATION—A change in the price of an item of ship's store stock by unlawful means to one's own advantage.

PRIMARY LINT TRAPS—Traps located in the front of the tumbler dryer inside the lower lint trapdoor; they prevent lint and dirt from entering the secondary lint trap and exhaust ducting.

PROCUREMENT—The act of obtaining supplies or services.

PROCUREMENT DOCUMENT—A document used to obtain supplies or services that is assigned either a purchase order or requisition serial number.

PROFIT—The amount of money remaining after all expenses and costs have been paid.

PROGRAM CHART—A chart attached to the drum control disk of the programmer that is cut to conform with the Navy wash formula so it can be used during the automatic operation of the washer extractor.

PROGRAMMER—A mechanism that controls all manual and automatic operations of the washer extractor.

PURCHASE ORDER—An order for material that also establishes a one-time contract. An item ordered from the *Ship's Store Afloat Catalog* is procured via a purchase order.

RECEIPT—The acceptance of the quantity and quality of material for accountability purposes.

RECEIPT INSPECTOR—An officer or enlisted person given the authority to receive, identify, and inspect incoming ship's store stock. This authority is given in writing by the ship's store officer.

RECORDSKEEPER—A person in charge of keeping ship's store records.

REFUND—Cash given back to a customer in exchange for merchandise that was previously bought from a sales activity.

REQUISITION—An order for material from a government source; for example, other supply officers, another ship's store, or a shore supply support activity.

RESALE ACTIVITY—A sales outlet.

RESALE OPERATIONS MANAGEMENT SYSTEM—A microcomputer-based recordskeeping system used to assist ship's store personnel in administering the requisition, management, and control of the ship's store inventory and in producing resale operations reports and returns.

RESPONSIBILITY—The obligation to exercise care, custody, and protection of ship's store money and materials.

RETAIL ITEM—Any item sold in its original form in exchange for cash.

RETAIL MARKDOWN—A voluntary price reduction in the retail price of an item to a price above or equal to its original cost price.

RETAIL PRICE—The price at which an item other than standard Navy clothing and cost of operations items is sold or issued.

RETAIL STORE—A sales outlet where retail items are sold.

RETAIL STORE OPERATOR—The person in charge of a retail store. For combined responsibility operations, it also refers to the custodian of a retail store and bulk storeroom who provides supplies for that store.

RETURN RIBBONS—A mechanism that holds flatwork in contact with the heated cylinder of the flatwork ironer until the flatwork is discharged.

SAFETY PRECAUTIONS—Acts or measures that must be carried out to prevent injury to operators.

SALE—Any expenditure of stock for which cash is received. Accountability is unchanged by a sale.

SALES OUTLETS—Retail stores, vending machines, amusement machines, and standard Navy clothing stores.

SECONDARY LINT TRAPS—Traps used to help in cutting down the buildup of lint in the ducting from which the exhaust air enters from the tumbler dryer.

SEPARATE RESPONSIBILITY OPERATION—An operation in which two or more persons are responsible for the operation of a sales activity and the bulk storeroom that supplies that activity.

SERVICE ACTIVITY—A ship's store facility that renders a service. The barbershop, laundry, dry-cleaning plant, and tailor shop are service activities.

SERVICE LOTS—Clothing of cooks, foodservice attendants, barbers, hospital corpsmen, and snack bar personnel.

SERVICE-TYPE SHIPS—Surface ships that provide services to other ships or submarines.

SHELL—Outer part of the washer extractor that holds the water and cleaning ingredients.

SHIP'S STORE—The sales outlets and service activities on board a ship.

SHIP'S STORE AFLOAT CATALOG—Catalog containing luxury and semiluxury items. It is published and maintained by NAVRESSO.

SHIP'S STORE CONTRACT BULLETIN—Catalog containing basic staple-type items required to support the needs of the crew. It is published and maintained by NAVRESSO.

SHIP'S STORE OFFICER—The officer in charge of the ship's store operation aboard a ship. The ship's store officer is the accountable officer.

SIGNAL ALARM—An alarm on the washer extractor that warns the operator when a load is completed when the automatic mode is used.

SINGLE OPERATOR STATION—Two utility presses and one pants topper press.

SLEEVEBOARD—Smaller board attached to the main spotting board used when working stains on sleeves and other small areas.

SNACK BAR—A sales outlet where ice cream, drinks, and retail snack items such as candy and cookies are sold.

SNACK BAR OPERATOR—The person in charge of the snack bar.

SODIUM HYPOCHLORITE—Spotting agent used on vegetable and synthetic fibers to remove blood, glue stains, grass stains, indelible pencil, mildew and molds, medicine, and perspiration stains.

SODIUM THIOSULFATE—Spotting agent used to remove iodine stains.

SOFT WATER—Water that has not picked up salts from the earth, or water that has had these substances removed or neutralized.

SOLVENT TEST—Test used to determine whether a spot or stain should be removed by water or dry solvent.

SOURING—The process of neutralizing the alkalinity in a garment by using one of the mild acids or acid salts; used on the last rinse cycle of the washing formula in the laundry.

SPATULA—A knifelike implement made of bone or plastic used to increase the penetration

or to spread out thick spotting agents and soften the stain.

SPECIAL ORDER—The procurement and sale of a retail item to a specified individual who has ordered the item. The item is sold through a retail store but is not carried as stock.

SPECIAL SOILS—Soils that are insoluble in either water or laundry chemicals. They must be removed partially or entirely using spotting operations.

SPOT—Mark on clothing caused by foods, blood, grease, or other substances.

SPOTTER—A person who actually does the spotting.

SPOTTING—A specialized art in which a spot or stain is identified and removed using the proper chemical agent without damaging or affecting the clothing.

SPOTTING BRUSHES—Used to help break up stains so the spotting agents can penetrate into and around the stains.

SPOTTING GUN—Used for removing spots or stains from wool, silk, and synthetics.

SPRAY GUNS—Used on the press deck in the laundry to dampen shirts or trousers that have gotten dry so they can be pressed properly.

STAIN—The setting of a spot on material or clothing.

STANDARD NAVY CLOTHING ITEMS—Items authorized in the Navy Standard Clothing Price List for Men and Women, NAVRESSO Pub 90.

STANDARD PRICE—The price at which an item of standard Navy clothing is bought and sold.

STARCHING—The process of adding sizing to clothing to give it stiffness.

STAY TIME—The maximum permissible exposure duration that a person may stay in a heat stress environment before being removed to a cool, dry recovery environment.

STEAM AIR FINISHER—Piece of equipment used in dry-cleaning activities to finish

coats, overcoats, peacoats, and foul weather jackets.

SUIT WRAPPER—Plastic wrapper used to cover all pressed or finished articles to keep them free of dirt or dust and to keep them together.

SUPPLY DOOR—Door located on the side of the washer extractor used to add supplies manually to the washer extractor.

SURVEY—An expenditure of stock for immediate disposal. Surveys reduce accountability.

SUSPENSION—The solution in which solids are finely dispersed and held in suspension by liquid or solid, as soil is held in suspension by soaps.

TEMPERATURE CONTROL—Control on the program chart that regulates the temperature of the water according to what is set on the thermostat.

TENSION SPRINGS—Used to secure the press head cover to the head of the press.

THERAPEUTIC PRACTICES—The treatment of disease or disorders by remedial agents or methods. These types of practices are prohibited in the barbershop.

THERMOSTAT—The device that controls the desired temperature in the washer extractor. This thermostat can control the high temperature setting for washing and the low temperature setting for sour.

TRANSFER—The movement of stock from the accountability of one ship's store officer to that of another.

TROUSER GUARD—A tubular or flattened piece of cardboard affixed to a clothes hanger to prevent lines from being imprinted on trousers after they have been hung up.

UNDERRING—Occurs when a price lower than the selling price of an item is rung up on the cash register.

UNIT IDENTIFICATION CODE—A symbol assigned by the Comptroller of the Navy to ships, aircraft units, stations, and other

activities or units for the purpose of identification on all accounting documents and reports.

VENDING MACHINE—A sales outlet where canned or cup-type drinks, candy, cookies, cigarettes, and other retail items are sold.

VENDING MACHINE CUSTODIAN—The person in charge of the vending machine operation.

VIBRATION SWITCH—A safety device that is installed to automatically stop incorrectly loaded machines during extract.

VISUAL MERCHANDISING—The display of merchandise in ship's store activities. Rotation

and arrangement of stock, lighting, and signing help increase salability.

WASHING FORMULA—A standard, prescribed procedure established for washing certain types of clothing.

WATER SOLUBLE SOILS—Soils such as sugar, starch, gums, salt, flavoring agents, and so forth, that are removed during the normal laundering process.

WET STERILIZER—A receptacle used in the barbershop to sanitize nonmetallic instruments by immersing them in a disinfectant solution.

APPENDIX II

STANDARDS OF CONDUCT

This appendix was developed using the information already in appendix E of NAVSUP P-487 on the standards of conduct. The material was developed into a training format to make it easier for you to read and understand. Appendix E of NAVSUP P-487 was developed to emphasize the requirement that all ship's store personnel adhere to the standards of conduct contained in DOD Directive 5500.7 and SECNAVINST 5370.2. This appendix is not intended to replace or modify the above instructions or material.

DEPARTMENT OF DEFENSE STANDARDS OF CONDUCT

The Department of Defense (DOD) standards of conduct describes the relationship between ship's store personnel and vendors. All ship's store personnel must observe the highest ethical standards when dealing with vendors. In all areas of the ship's store operation, equal treatment must be given to all vendors and suppliers. Ship's store personnel should be aware that it is strictly forbidden to accept gratuities, gifts, prizes, and so forth, from vendors or to give preferential treatment to vendors in regard to procurement, distribution, stocking, display, or resale of their products.

As a Ship's Serviceman, you must understand that your actions and the decisions you make are closely watched by people in and out of the government. Even though a conflict of interest does not exist in your dealings, you must avoid even the appearance of such a conflict existing in the public's eyes. For example, being hospitable to a friend may be inappropriate if the friend is a contractor's representative and the contractor is involved in an official matter with your command or an official matter that is expected to arise on which you may have to make a decision. This is an example of conflict of interest because your decision on this official matter may be swayed by your friendship with the contractor's representative.

SHIP'S STORE POLICY

Ship's store policy is firm and to the point. Any ship's store personnel who solicit, accept, or agree to accept gratuities in any form from vendors or suppliers or anyone else who deals with the ship's store either directly or indirectly is subject to disciplinary action or, in some cases, criminal prosecution.

Ship's store personnel will also not give preferential treatment to vendors, suppliers, or anyone else in any area including procurement, distribution, stocking, display, or resale of products under any circumstances.

ACTIONS BY NAVRESSO

NAVRESSO has advised all *Ship's Store Afloat Catalog* vendors and all contractors of the policy and prohibitions. NAVRESSO prepared and developed various signs for display in the ship's store to advise and remind all personnel and vendors of the policy. The ship's store officer must make sure these signs are posted in the ship's store office and any other appropriate area for observance by all ship's store personnel and vendors. Semiannually, the ship's store officer must review DOD standards of conduct with all ship's store personnel and remind local vendors and suppliers of these policies.

SECNAVINST 5370.2

SECNAVINST 5370.2 implements and supplements DOD Directive 5500.7 of 15 Jan 1977 regarding the standards of conduct of personnel in the Department of Defense. This instruction prescribes required standards of ethical conduct governing all personnel of the Department of the Navy; related requirements that apply to all personnel in understanding and executing the standards of conduct; and responsibilities and procedures for monitoring and enforcing

compliance with the standards of conduct and related requirements within the Department of the Navy.

The contents of this instruction apply to all naval personnel and, when applicable, to retired naval personnel and members of the Reserve components. Noncompliance with this instruction may result in disciplinary or punitive action. Appropriate administrative measures must be taken to prevent and correct noncompliance to this instruction in a timely manner.

You should become familiar with the following terms because they are mentioned often during our discussion.

Naval personnel—All civilian officers and employees and all active duty military personnel of the Department of the Navy, including special government employees and personnel of nonappropriated fund instrumentalities.

Gratuity—Any gift, favor, entertainment, hospitality, transportation, loan, any other tangible item, and any intangible benefit; for example, discounts, passes, and promotional vendor training given or extended to, or on behalf of, naval personnel or their spouses, minor children, or households, for which a fair market value is not paid by the recipient or the U.S. Government.

Appropriate Supervisor—Superior within the chain of command who knows the duties of the naval personnel concerned and can best determine whether a conflict of interest exists for such personnel. This person will ordinarily be the immediate superior of the person concerned. Each commanding officer and department head should make sure all personnel know who their appropriate supervisor is.

POLICIES GOVERNING THE CONDUCT OF NAVAL PERSONNEL

Naval personnel must become familiar with the range of their authority and the limitations placed on them concerning activities for which they have responsibility. To do this, they must direct their attention to the prohibitions that apply to the conduct of naval personnel.

Naval personnel are prohibited from making or recommending any expenditures of funds or taking or recommending any action that is known to be a violation of U.S. laws, Executive orders, or applicable directives, instructions, or

regulations. If you are in doubt whether your proposed actions or decisions comply to the terms of regulation or law, you should consult legal counsel or, if appropriate, a standards of conduct counselor or deputy counselor to make sure your actions or decisions are the proper and lawful conduct of Navy programs and activities.

Conduct Prejudicial to the Government

Conduct that is prejudicial to the government tends to injure or impair the attitude of the public toward the government. Whether specifically prohibited or not in this instruction, you should avoid any action that may be prejudicial to the government. Conduct prejudicial to the government might result in or reasonably be expected to create the appearance of the following:

- Using public office for private gains
- Giving preferential treatment to any person or entity
- Impeding government efficiency or economy
- Losing complete independence or impartiality
- Making a government decision outside official channels
- Adversely affecting the confidence of the public in the integrity of the government

Personal Judgment

As stated earlier, all naval personnel must adhere strictly to the standards of conduct and related requirements. In some instances, standards are imposed that require you to exercise your own personal judgment. You must consider each of these instances carefully and prepare to account for the manner in which you judged the situation. This is particularly important in a situation that involves acceptance of hospitality or favors from another person or entity who do or are seeking to do business with the Department of Defense.

Dealing with Business and Industry Representatives

No matter where you work or what position you hold, sooner or later you will deal with business or industrial representatives. You must remember when doing so that you are representing the government in these business dealings, and you must make sure that while you handle them, you observe the highest ethical standards. Practices that may be acceptable in the business world may not be acceptable for naval personnel. Avoid placing yourself in the position in which a conflict of interest might arise or be suspected. Such a conflict of interest may arise or appear to arise when you accept gratuities or engage in any activity that would influence or reasonably be interpreted as influencing the strict impartiality that must be maintained in all business relationships involving the government. When these business relations become personal, it becomes difficult for you to maintain the impartiality required in your relations with business or industrial representatives. You should at all times make sure any person doing business or attempting to do business with the DOD, or representing such entities, does not try to gain favor or favorable acceptance from you. You should deny any offers for special treatment from such persons; follow the rule of strict impartiality when dealing with such persons in an official capacity. When you accept gratuities or favors from those who have or seek business dealings with the DOD, it may result in embarrassment to the department and to the naval personnel involved. It may also affect your judgment as the recipient and impair the judgment of the public on the way the government handles its business dealings. It must be stressed that prohibited conflicts and apparent conflicts of interest may sometimes arise even with relationships and transactions that the personnel involved may perceive as unimportant. When in doubt about the propriety of accepting gratuities, attending functions, or accepting other invitations of a hospitable nature, you must refrain.

Preferential Treatment

In all your business dealings with other individuals or firms, special treatment must not be given unless equivalent treatment is also given to other individuals or firms who are justifiably entitled to such treatment.

ACQUIRING CONFLICTING FINANCIAL INTERESTS

Naval personnel must avoid acquiring or retaining financial interest that would disqualify them from performing their duties or responsibilities. The following are some of the more likely situations in which conflicts of interest might arise. Naval personnel have government duties or responsibilities related to business entities—

- with which they, their spouse, their minor children, or household members are associated with employees, officers, owners, directors, members, trustees, partners, advisors, or consultants;

- with which they, their spouse, minor children, or household members are negotiating or have arrangements for prospective employment; and

- in which they, their spouse, minor children, or household members have interest through ownership of stocks, bonds, securities, or other financial arrangements, such as trusts, or through participation in pension or retirement plans.

Membership in Associations

Naval personnel who are members or officers of nongovernmental associations or organizations must avoid activities on behalf of the association or organization that are incompatible with their official government positions. SECNAVINST 5760.4 sets policy for the Department of the Navy regarding participation by naval activities and naval personnel in the activities of private associations.

Equal Opportunity

Naval personnel should scrupulously adhere to the DOD program of equal opportunity regardless of race, color, religion, sex, age, or national origin, according to equal opportunity directives.

Reporting Suspected Violations

Naval personnel who have information that causes them to believe someone has violated the standards of conduct should report such information to their appropriate supervisor. The

matter will then be brought to the attention of the person concerned for a possible resolution without further command action unless the command determines that such communication is not likely to resolve the problem or will adversely affect a proper investigation of the matter.

Resolving Violations

The resolution of standards of conduct violations must be accomplished promptly by one or more measures, such as divestiture of conflicting interests, disqualification for particular assignments, changes in assigned duties, termination, or other appropriate action, as provided by statute or administrative procedures. Disciplinary actions must be taken according to established personnel procedures.

REGULATIONS GOVERNING THE CONDUCT OF NAVAL PERSONNEL

As a Ship's Serviceman, you must be familiar with the regulations concerning your everyday conduct. In this section we will discuss the regulations governing the conduct of all naval personnel.

Affiliations and Financial Interest

Naval personnel must not engage in any personal, business, or professional activity nor receive nor retain any direct or indirect financial interest that places them in a position of conflict between their private interests and the public interests of the United States related to the duties or responsibilities of their official positions. For the purpose of this prohibition, the private interests of a spouse, minor child, and any household member are treated as private interests of the naval personnel.

Unless otherwise expressly authorized by action taken under 18 USC 208(b), all naval personnel who have or acquire an affiliation or a financial interest that creates a conflict or appearance of a conflict with their official duties must report the possible disqualifying interest to the appropriate supervisor who will resolve the matter according to SECNAVINST 5370.2. If it is determined that the individual should be disqualified from participation in any official activities that are related to the conflicting interest, a formal disqualification notice must be sent to the concerned individual's appropriate supervisor

and immediate subordinates. If the individual cannot adequately perform his or her official duties after such disqualification, he or she must discontinue such involvement or be removed from that position.

Naval personnel need not disqualify themselves under this section for holding shares of a widely held diversified mutual fund or regulated investment company. Such holdings are exempted as being too remote or inconsequential to affect the integrity of the services of government personnel.

Using Inside Information

Naval personnel must not use, directly or indirectly, inside information to further a private gain for themselves or others if that information is not generally available to the public and was obtained by reason of their DOD positions.

Using Naval Positions

Naval personnel must not use their official positions to induce, restrain, dominate, or in any manner unlawfully influence any person, including subordinates, to provide any benefit, financial or otherwise, to themselves or others.

Dealing with Present and Former Military and Civilian Personnel

Naval personnel must not knowingly deal on behalf of the government with present or former government personnel, military or civilian, whose participation in the transaction would be in violation of a statute, regulation, or policy set forth in SECNAVINST 5370.2. While all applicable prohibitions are within the prohibitions of this paragraph, attention is directed to the prohibition on retired Regular officers selling to the government through the department in which they hold a retired status, 18 USC 281; the prohibition on former personnel acting as an agent or attorney for anyone other than the United States in connection with claims against the government, 18 USC 207; and the prohibition on paying appropriated funds to retired Regular officers who are selling to certain government agencies, 37 USC 801(c).

Commercial Soliciting by Naval Personnel

To eliminate the appearance of coercion, intimidation, or pressure from rank, grade, or

position, full-time naval personnel, except special government employees and Reserve enlisted personnel on active duty for training, are prohibited from making personal commercial solicitations or sales to DOD personnel who are junior in rank or grade, at anytime, on or off duty.

This limitation includes, but is not limited to, the solicitation and sale of insurance, stocks, mutual funds, real estate, and any other commodities, goods, or services. This prohibition does not apply to the one-time sale by an individual of his or her own property or privately owned dwelling, or to the off-duty employment of naval personnel as employees in retail stores or other situations not including solicited sales.

In regard to solicitation by civilian personnel, the limitation applies only to solicitation of personnel under the supervision, at any level, of the solicitor.

Assignment of Reserve Personnel for Training

Naval personnel who are responsible for assigning Reserves for training must not assign them to duties in which they will obtain information that could be used by them or their private sector employers to gain unfair advantage over civilian competitors.

Gratuities

Except as discussed later in this section, naval personnel and their spouses, minor children, and members of their households must not solicit, accept, or agree to accept any gratuity for themselves, members of their families, or others, either directly or indirectly from, or on behalf of, a defense contractor. A defense contractor is a person or other entity that fulfills one or more of the following criteria:

- Is engaged in or seeks business or financial relations of any sort with any DOD component
- Conducts operations or activities that are either regulated by a DOD component or significantly affected by DOD decisions
- Has interests that may be substantially affected by the performance of the official duties of DOD personnel

This general prohibition does not apply to the situations below:

(1) The continued participation in employee welfare or benefit plans of a former employee when permitted by law and approved by the appropriate standards of conduct.

(2) The acceptance of unsolicited advertising or promotional items that are less than \$5 in retail value.

(3) Trophies, entertainment, prizes, or awards for public service or achievement or given in games or contests that are clearly open to the public or that are officially approved for naval personnel participation.

(4) Things available to the public (such as university scholarships covered by DOD Directive 1322.6 and free exhibitions by Defense contractors at public trade fairs).

(5) Discounts or concessions extended throughout the Navy and Marine Corps that are realistically available to all naval personnel.

(6) Participation by naval personnel in civic and community activities when the involvement of Defense contractors is remote from the business purposes of any contractor who is sponsoring, supporting, or participating in the activity (for example, participation in a little league or Combined Federal Campaign luncheon that is subsidized by a Defense contractor).

(7) Social activities engaged in by officers in command and other naval officials, or their representatives, with local civil leaders as part of community relations programs of the Department of the Navy according to SECNAVINST 5720.44.

(8) The participation of naval personnel in widely attended gatherings of mutual interest to government and industry, sponsored or hosted by industrial, technical, and professional associations (not by individual contractors), provided that they have been approved according to DOD Instruction 5410.20.

(9) Situations in which participation by naval personnel at public ceremonial activities of mutual interest to industry or local communities and the Department of the Navy serves the interest of the government and acceptance of the invitation is approved by the commanding officer or other head of the activity to which the invited personnel are attached.

(10) Contractor-provided transportation, meals, or overnight accommodations in connection with official business when arrangements for government or commercial transportation, meals, or accommodations are clearly impractical

and the individual reports the circumstances in writing to his or her appropriate supervisor as soon as possible.

(11) Attendance at promotional vendor training sessions when the vendor's products or systems are provided under contract to DOD and the training is to facilitate the use of those products or systems by naval personnel.

(12) Attendance or participation of naval personnel in gatherings, including social events such as receptions, that are hosted by foreign governments or international organizations, provided that the acceptance of the invitation is approved by the commanding officer or other head of the activity to which the invitee is attached or, when there is doubt as to the propriety of acceptance, by higher authority. (See SECNAVINST 1650.1 for further information pertaining to gifts from foreign governments.)

(13) Customary exchanges of gratuities between naval personnel and their friends and relatives or the friends and relatives of their spouses, minor children, or members of their household where the circumstances make it clear that it is that relationship rather than the business of the persons concerned that is the motivating factor for the gratuity and where it is clear that the gratuity is not paid for by any entity.

(14) Situations in which, in the sound judgment of the individual concerned or his or her superior, the government's interest will be served by naval personnel participating in activities otherwise prohibited. In any such case, a written report of the circumstances must be made by the individual or his or her appropriate supervisor in advance of acceptance or, when an advance report is not possible, within 48 hours after acceptance, to the appropriate supervisor, if he or she is not otherwise aware of the acceptance, and to the appropriate standards of conduct counselor or deputy counselor.

Naval personnel who receive gratuities, or have gratuities received for them in circumstances not in conformance with the standards of this section, must promptly report the circumstances to the appropriate supervisor for a determination as to the proper disposition. The appropriate supervisor must consult with the standards of conduct counselor or deputy counselor. Procedures with respect to recruit officer training command (ROTC) staff members are set forth in DOD Directive 1215.8.

Receipts in Connection with Official Travel

The acceptance of accommodations, subsistence, or services, furnished in kind, in connection with official travel from sources other than those prohibited from our previous discussion is authorized only when the individual is to be a speaker, panelist, project officer, or other bona fide participant in the activity attended and when such attendance and acceptance is authorized by the order-issuing authority as being in the overall government interest.

Except as noted above, naval personnel may not accept personal reimbursement from any source for expenses incident to official travel, unless authorized by their commanding officer or the head of their activity, consistent with guidance by the appropriate standards of conduct counselor (pursuant to 5 USC 4111 or other authority). Rather, reimbursement must be made to the government by check payable to the Treasurer of the United States. Personnel will be reimbursed by the government according to regulations related to reimbursement. In no case may naval personnel accept reimbursement, either in kind or in cash, that is extravagant or excessive in nature.

When accommodations, subsistence, or services in kind are furnished to naval personnel by nongovernment sources, appropriate deductions must be reported and made in the travel per diem, or other allowance payable.

Prohibitions of Contributions or Presents to Superiors

Naval personnel must not solicit a contribution from other DOD personnel for a gift to an official superior, make a donation or a gift to an official superior, or accept a gift from other DOD personnel subordinate to themselves. This requirement, however, does not prohibit gifts or contributions of nominal value on special occasions, such as marriage, illness, transfer, or retirement, provided any gifts acquired with such contributions do not exceed a reasonable value.

Use of Government Facilities, Property, and Manpower

Naval personnel must not directly or indirectly use, take, dispose of, or allow the use, taking, or disposing of, government property leased to the government, for other than officially approved

purposes. Government facilities, property, and manpower (such as stationery, stenographic and typing assistance, Mimeograph, and chauffeur services) must be used only for official government business. Naval personnel have a positive duty to protect and conserve government property. These provisions do not prevent the use of government facilities for approved activities in furtherance of naval community relations, provided they do not interfere with military missions or government business. See SECNAVINST 5720.44 for community relations guidance.

Use of Civilian and Military Titles or Position in Connection with Commercial Enterprise

All naval personnel, except special government employees, are prohibited from using their grade, rank, title, or position in connection with any commercial enterprise or in endorsing any commercial product. This does not prevent author identification for materials published according to DOD procedures. A commercial enterprise is any entity that engages in activities that produce income as defined in Int. Rev. Code of 195461, and that has not been exempted from paying income taxes pursuant to Int. Rev. Code of 1954, 501(a).

All retired military personnel and all members of Reserve components, not on active duty, are permitted to use their military titles in connection with commercial enterprises, provided that they indicate their Inactive Reserve or Retired status. If, however, such use of military titles in any way casts discredit on the Department of the Navy or the Department of Defense or gives the appearance of sponsorship, sanction, endorsement, or approval by the Department of the Navy or the Department of Defense, it is prohibited. In addition, commanders of overseas installations may further restrict the use of titles including use by retired military personnel and members of Reserve components, not on active duty, in overseas areas.

Outside Employment of DOD Personnel

Naval personnel must not engage in outside employment or other outside activity, with or without compensation, that interferes with, or is not compatible with, the performance of their government duties, that may reasonably be

expected to bring discredit on the government or the Department of the Navy, or is otherwise inconsistent with the requirements of this instruction, including the requirements to avoid actions and situations that reasonably can be expected to create the appearance of conflicts of interests.

Enlisted naval personnel on active duty may not be ordered or authorized to leave their post to engage in a civilian pursuit, business, or professional activity if it interferes with the customary or regular employment of local civilians in their art, trade, or profession.

Active duty Regular officers of the Navy and Marine Corps may not be employed by any person furnishing naval supplies or war materials to the United States. If such an officer is so employed, his or her entitlement to pay ceases for so long as he or she is so employed.

Off-duty employment of military personnel by an entity involved in a strike is permissible if the person was on the payroll of the entity before the beginning of the strike and if the employment is otherwise in conformance with the provisions of this instruction. After a strike begins and while it continues, no military personnel may accept employment by that involved entity at the strike location.

Naval personnel are encouraged to engage in teaching, lecturing, and writing. Naval personnel, however, must not, either for or without compensation, engage in activities that are dependent on information obtained as a result of their government employment, except when the information has been published or is generally available to the public, or it will be made generally available to the public and the official authorized to release such information to the public gives written authorization for the use of nonpublic information on the basis that the use is in the public interest.

Civilian Presidential appointees in the Department of the Navy must not receive compensation or anything of monetary value for any consultation, lecture, discussion, writing, or appearance, the subject matter of which is devoted substantially to naval responsibilities, programs, or operations or that draws substantially from official material that has not become part of the body of public information.

Gambling, Betting, and Lottery

While on government owned, leased, or controlled property, otherwise while on duty for

the government, naval personnel must not participate in any gambling activity, including a lottery or pool, a game for money or property, or the sale or purchase of a number slip or ticket. The only exceptions are for activities that have been specifically approved by the Secretary of the Navy.

Indebtedness

Naval personnel must pay their just financial obligations in a timely manner, particularly those imposed bylaws (such as federal, state, and local taxes), so that their indebtedness does not adversely affect the government as their employer. The Department of the Navy is not required to determine the validity or amount of disputed debts.

RESPONSIBILITIES FOR ACTIONS

The basic responsibility for complying with the requirements of this instruction rests with individual personnel concerned, but the primary responsibility for ensuring such compliance must rest with officers exercising command or similar authority over personnel. Each commanding officer or head of a command, a bureau, an office, or an activity is specifically responsible for the following actions:

- Review applicable information contained in SECNAVINST 5370.2 to all naval personnel within his or her organization at least

semiannually, in a manner that will ensure familiarity and compliance with the pertinent provisions of this instruction by all personnel. (This is a continuing requirement and is in addition to the initial briefing required.)

- Establish and execute the procedures and controls established in this instruction so that all naval personnel within the organization who are required to file confidential statements of affiliations and financial interests (DD Form 1555) do file them in a timely manner, and that such statements are promptly and carefully reviewed.

- Make determinations pursuant to SECNAVINST 5370.2 and 18 USC 208(b) with respect to disqualification of personnel within the organization from performing duties in which they have conflicts or apparent conflicts of interests.

- Make sure reservists detailed to perform active duty for training at the organization are assigned duties that will minimize the possibility that they may obtain information that could be used by them or their employers to gain an unfair advantage over civilian competitors.

- Receive and take prompt and appropriate action on reports concerning acceptance of gratuities or other violations of SECNAVINST 5370.2 or related statutes by personnel within the organization.

APPENDIX III

REFERENCES

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Retention Team Manual, Appendix F, Navy Enlisted Career Guide, Office of the Chief of Naval Operations, Washington, DC.

Ships Store Afloat, NAVSUP P-487, Chapter 1, Revision 3, Naval Supply Systems Command, Washington, DC.

Ships Store Afloat Handbook, NAVRESSO Publication 17, Chapter 1, Parts 1 and 10, Navy Resale and Services Support Office, Staten Island, NY.

Terminal User's Guide (TUG), Section 1, Navy Management Systems Support Office, Norfolk, VA.

Chapter 2

Manual of Naval Preventive Medicine, NAVMED P-5010, Chapter 1, Bureau of Medicine and Surgery, Washington, DC.

Merchandising and Stocking Guide for Ship's Stores, NAVRESSO Publication 81, Navy Resale and Services Support Office, Staten Island, NY.

Ship Store Afloat, NAVSUP P487, Chapters 1,2,3, and 9 and Appendix D, Revision 3, Naval Supply Systems Command, Washington, DC.

Ships Store Afloat Handbook, NAVRESSO Publication 17, Chapter 1, Parts 2, 7, 8, 10, and 11 and Chapter 2, Part 3, Navy Resale and Services Support Office, Staten Island, NY.

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Navy Safety Precautions For Forces Afloat, OPNAVINST 5100.19, Office of the Chief of Naval Operations, Washington, DC.

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